

Commonwealth of Virginia  
Department of Social Services



**ONS TRANSMITTAL NUMBER** 08-01

**Date:** January 25, 2008

☒ ACTION ITEM

☐ INFORMATIONAL ITEM

**Subject:** Due Date Change and Name Change for Quarterly Performance Report

**To:** ONS Resettlement Provider Directors

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For the purpose of streamlining its reporting mechanisms and timeframes, the federal Office of Refugee Resettlement (ORR) has issued revised state performance reporting requirements.

1. The Quarterly Performance Report (QPR) is now called the *ORR 6 Performance Report* (ORR 6).
2. Performance reporting is now to be submitted on a *trimester reporting basis* rather than a quarterly basis.
3. The revisions are effective for the federal 2008 fiscal year which began October 1, 2007.

The primary immediate implication for resettlement providers under contract with ONS is a change in the reporting periods as shown in the table below. The reports will cover a four month period and are due within 15 days of the end of the trimester.

TRIMESTER	REPORTING PERIOD	DUE DATE TO ONS
1 <sup>st</sup>	Oct 1 – Jan 31	Feb 15
2 <sup>nd</sup>	Feb 1 – May 31	Jun 13
3 <sup>rd</sup>	Jun 1 – Sep 30	Oct 15

ORR gave States little time to plan for this change. The short notice causes challenges for both ONS and its contractors. It is imperative that the 1<sup>st</sup> trimester report be accurate as well as timely. THE 1<sup>ST</sup> TRIMESTER REPORT IS DUE TO ONS ON OR BEFORE FEBRUARY 15, 2008.

The only content change ONS is making for this 1<sup>st</sup> trimester report is that expenditure data is not required. There are no other changes to the content of Schedule B and Schedule C at this time.

Note: This and all ONS transmittals are posted at <http://www.dss.virginia.gov/family/ons/transmittals.cgi>